

## REGISTRATION INFORMATION

## On-Line Registration

- Go to [www.columbusparksandrec.com](http://www.columbusparksandrec.com)
- Click "Register Online Here".
- This link will take you to a the webpage that connects you to WebTrac, our online registration system. It will ask for your Household Number/User Name and password. You can obtain this information by e-mailing [parks@columbus.in.gov](mailto:parks@columbus.in.gov) or by calling 376-2680.
- Once you enter your info, you will be asked two security questions. These are required fields, so complete this.
- Once you have answered the security questions, you will come to a page that asks what you would like to do next:
  - Search/Inquire (an activity/listing)
    - Shop (activity/enrollment)
    - My Account (shopping history, receipt reprint, balances, change user name or password, change household data)
    - Shopping Cart
    - Checkout
    - Sign Out
- To search for a particular activity, use the "Search/Inquire" feature and enter the activity code from the Fun Guide. You can also search by Type if you would like to browse to see availability.
- Select the activity to register.
- After selecting your activity, a new window will open asking you to select the family member to enroll & how you found out about the class. Use the drop down menus to make your selection. Click the "Add to Cart" to register for the class.

- A window will pop up asking you to hit OK if you wish to register for another class or Cancel to see your shopping cart.
- Once you view your cart, select "Proceed to Checkout" to enter your credit card info.
- Once you enter all required card and household info, click "go" to register and generate a receipt.
- Print your receipt and enjoy your class.

## New E-Mail Policy

In order to control costs and to do our part to preserve natural resources, **beginning September 15, the Columbus Parks and Recreation Department will no longer mail paper receipts for program registrations, unless specifically asked to do so by the registrant.** For any transactions taken by phone or received by mail or fax, we will send receipts electronically via e-mail and will use the e-mail address to send e-mail reminders in place of reminder postcards currently sent to those enrolling in Parks & Rec activities. Customers also can go online at any time to review household transactions and class enrollments. Persons requesting a paper receipt will be charged an additional \$1.00 to cover postage and handling. Please help us to be environmentally responsible by providing us with a valid e-mail address for your family.

## Ways to register!



PO Box 858  
Columbus, IN 47202



On-Line  
[www.columbusparksandrec.com](http://www.columbusparksandrec.com)



812-378-2892



Donner Center, Gym  
Ctr. & Hamilton Ctr.



812-376-2680

(Please Print) Our computer requires the following information to process registrations.

Parent/Guardian Name \_\_\_\_\_ Spouse \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Mom's \_\_\_\_\_ Dad's \_\_\_\_\_  
Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_

## Refund Policy

- We reserve the right to cancel any class/program which fails to meet the required minimum participation. Full refunds will be issued in such instances.
- Refunds will be issued only if request is made by the weekday prior to the beginning of the class/program (unless otherwise stated). No refunds will be given after class/program begins unless an injury prohibits participation in the program. A doctor's note is required for an injury refund and refund is subject to pro-rating.
- A \$2 administrative refund fee will be charged. All refund claims are subject to the State Board of Accounts claim procedure and require a minimum of 2-3 weeks to process.

Register A:		Register B:	
FName _____ LName _____		FName _____ LName _____	
Sex: M / F Birthdate _____		Sex: M / F Birthdate _____	
Class Code	Fee	Class Code	Fee
1.		1.	
2.		2.	
3.		3.	
4.		4.	

YES! I want to make a donation to the Columbus Park Foundation for the Youth Scholarship Fund to enable children to participate in classes  
 AMOUNT \$ \_\_\_\_\_  
 Cash \_\_\_\_\_ Check \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Rec'd by \_\_\_\_\_ Date \_\_\_\_\_ TOTAL \$ \_\_\_\_\_ Exp. \_\_\_\_\_ Code \_\_\_\_\_  
 Name on Credit Card \_\_\_\_\_ Account # \_\_\_\_\_

Please make checks payable to: Columbus Parks & Recreation Department  
 If mailing send to: Columbus Parks & Recreation • P.O. Box 858 • Columbus, IN • 47202  
 Attn: Registration